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TAB C

MAIL AND COURIER BRANCH

Future Special Requirements

1. The Management Staff has requested that arrangements be made to provide daily courier service between Headquarters and the New Records Center [REDACTED] to begin on approximately 5 January 1955. See enclosure # 1. Request for a panel truck for this service has been submitted under separate letter, see enclosure # 2.

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2. Pick up and delivery between K Bldg. and [REDACTED]
[REDACTED] See enclosure # 3.

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2 DEC 1954

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MEMORANDUM FOR: Chief, Mail & Courier Branch
Logistics Office

SUBJECT : Confirmation of Courier Service Request

1. This is to confirm an NIC request for regular courier run each Tuesday morning at 0900 to the G-2 War Room, 2C468 in the Pentagon to pick up certain material for delivery to O/CI [REDACTED] not later than 10:15 A.M.

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2. This service is required in order to coordinate the support of the NIC by CIA, particularly by OCI.

(Signed)

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[REDACTED]
Director, NIC

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26 NOV 1954

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MEMORANDUM FOR: Chief, Mail and Courier Branch
Logistics Office

SUBJECT: Daily Pick-up Service

1. In confirmation of our recent conversation, it is understood that your office will arrange for a daily pick-up of material from Room 1316, Department of Labor, 14th & Constitution Avenue, N. W., Washington, D. C. The material usually will consist of one large envelope marked only with the name of Miss [REDACTED]. It is further understood, with the concurrence of Mr. [REDACTED] office in Registry, that this material will be delivered direct to Miss [REDACTED] in Room 1312 K Building.

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2. May we again stress the importance of taking every precaution to protect the security of the relationships implicit in these arrangements.

3. Please accept our appreciation for the cooperation and assistance you have extended to us in this matter.

(signed)

[REDACTED]
EC/IOD

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Approved For Release 2001/08/10 : CIA-RDP57-00042A000200060017-4

Next 2 Page(s) In Document Exempt

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11 OCT 1954

Assistant Chief for Operations
Logistics Office

Chief, Records Management Division
Management Staff

Courier and Transportation Services Between Headquarters and the
New Records Center

1. Effective approximately 5 January 1955, the Agency's Records Center operations will be located at [REDACTED] At that time it will be necessary to provide daily courier service between Headquarters and the Records Center for the collection and delivery of records up to a maximum of ten boxes (approximately 10" x 12" x 15"). In addition, provision will have to be made for the collection and delivery of inactive records accumulations in excess of the maximum of ten boxes. This will require a truck and two laborers at least twice a week.

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2. The courier service also should be required to pick up the accumulation of National Intelligence Survey reports from the Printing and Reproduction Division Plant and deliver them to the new location.

3. Transportation of inactive records from Agency offices to the Records Center is now being provided in accordance with the provisions described above. In the event that these arrangements cannot be carried out when the Records Center moves to the new location, we should be notified immediately. For your information, a requisition was submitted on 24 August 1954 for a panel delivery truck, one ton, Model 3805, Chevrolet or equal, to be used in connection with daily courier trips between Headquarters and the new Records Center location.

(Signed)

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MEMORANDUM FOR: Deputy Director (Administration)

SUBJECT : Request for Panel Truck

REFERENCE : (a) Memorandum to Assistant Chief, for Operations, Logistics Office, from the Chief, Records Management Division, Management Staff, subject, Courier and Transportation Services between Headquarters and the New Records Center, dated 11 October 1954. (Attached as enclosure 1).

(b) [REDACTED] dated 6 January 1954.

1. The Management Staff has requested procurement of a one (1) ton panel delivery truck.

2. In view of information contained in reference (a), this office concurs in the request for the procurement of the vehicle. However, as the Mail and Courier Branch will assume the function of supporting the new Record Center and will provide the personnel therefor, it is requested that the vehicle be assigned to that Branch.

3. Since this vehicle will be used exclusively by the Mail and Courier Branch for servicing the new Record Center the Management Staff concurs in the proposed arrangement.

4. Moreover, inasmuch as the FY 1955 budget for the Management Staff provided for the purchase of a panel truck it is requested that the cost of procurement thereof be charged to their allotment.

5. Paragraph 2 a of reference (b) requires approval by the Deputy Director (Administration) for any assignment of an Agency vehicle in excess of two days. Since this requisition involves the assignment of an additional vehicle, as opposed to the replacement of a vehicle already assigned, it is forwarded for your approval.

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INCL # 2 TAB C, ANNEX 2

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6. When approved, it is requested that this memorandum be returned so that efforts may be made to initiate procurement action.

/signed/

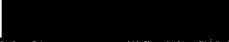
JAMES A. GARRISON
Chief, Logistics Office

2 Enclosures:

- 1 - Memo to ACO/LO from C/Records Management Div., Management Staff
- 2 - Management Staff, Requisition Voucher #5705-55 (Master Copy)

CONCURRED IN:

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/signed/ 
Chief, Management Staff

24 Nov 54

(Date)

APPROVED:

/signed/ L. K. White
Deputy Director (Administration)

11 Dec 54

(Date)

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19 OCT 1954

Acting ACOF

Chief, FORD

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Pickup and Delivery Service

1. It is proposed that a direct pickup and delivery service be established between the main plant at [REDACTED] and Plant No. 2 located in Room 1012 "K" Building.

2. This will provide the requisitioning offices, particularly in the D/P area, with a more expedient and efficient service for crash type and urgent rush jobs that are beyond the capabilities of Plant No. 2.

3. Requirements from the Operational Intelligence Support Division of D/P necessitate that an 1930 run be made daily to the main plant [REDACTED]. Therefore, it is recommended that a schedule be setup to incorporate this morning requirement and also provide one trip at approximately 1400 each day. Both must be round trips in order to expeditiously handle material to and from the requesting offices.

4. It is hoped that these two trips can be incorporated with the existing mail and courier service without too much difficulty.

5. Assistance in this matter will be greatly appreciated.

(Signed)

LD/PORD/AJB/top (18 Oct 54)

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Chief, P&RD, LO

1 SEP 1954

Direct Pickup and Delivery Service

25X1A6d 1. It is proposed to establish a shuttle system between the Reproduction Shop in 1012 K Building and the main Reproduction Plant at [REDACTED]. The purpose of the system is to have a central collection point in the Washington area convenient to all Agency components where work can be submitted for processing and the completed work picked up. Such a system would be threefold.

25X1A6d a. It would reduce the number of passenger trips now made by the Motor Pool to Reproduction Plant at [REDACTED]. It is estimated that the present 25 to 30 weekly trips can be reduced by 90%. Closely allied to this reduction of motor trips to [REDACTED] would be a reduction of travel time for Agency personnel. The present 25X1A6d 35 to 40 man-hours spent weekly traveling to and from [REDACTED] can be eliminated since reproduction personnel in K Building can adequately assist Agency components with their reproduction requests.

25X1A6d b. The system would provide a more expeditious service to operating components of IN/P and others located in the Quarters Eye, I, J, K, and L Building area. There would be no intermediate steps, the jobs would be given by the requesting component directly to P&RD who would immediately assume responsibility. Priority jobs of the "crash" type could be processed more rapidly in this system.

c. The system would partially eliminate justification for the numerous office type reproduction devices throughout offices within IN/P. A number of small reproduction centers have sprung up on the basis that it takes too long to send rush work to [REDACTED] for processing. The time lag has been found to exist in the various mail rooms and not in direct transportation and/or reproduction processing. This system will rectify this situation. 25X1A

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2. To implement this direct pickup and delivery service it will be necessary to have a truck, a driver, and a courier assigned to the Printing & Reproduction Division on a full time basis. They would operate under the direct supervision of the Production Coordinator at [REDACTED] and the Chief, Special Plants Branch, at K Building. The request for the truck and driver was made to Transportation Division, LO, on 17 August 1954. Preliminary discussions on the courier have been held with Mr. [REDACTED] of the Administrative Staff, LO.

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25X1A9a

(Signed)

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LO/PERD/AJB/tcp (31 Aug 54)

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- 0 & 2 - Addressee
- 1 - PERD (Off. File)

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